

Chief, Management Staff

Chief, O&M Staff (DD/S Area)

Work Report for Period 4 October 1956 Through 10 October 1956

1. Accomplishment

- 25X1A9a a. MS 1033, Commercial Staff, Request for T/O Position, Project [REDACTED], 25X1A29
Two Positions. [REDACTED]
- b. Reviewed and approved reorganization of PHD into four branches. (36 positions)
- c. Evaluation of ES 2452 re-use of part time employees.

2. Assignments (Active)

Target Date

- 25X1A9a a. MS 5-18, OC, Study of Technical Accounting Staff. 15 October 1956
- 25X1A9a b. MS 5-38, T/O System Analysis, Manpower Control. 1 December 1956
- 25X1A9a c. MS 6-14, Study of Agency Overtime Practices. 15 November 1956
- 25X1A9a d. MS 6-19, OTR, Follow-up on concurrence by Director of Training on "Study of OTR Clerical Training Program. [REDACTED] 15 November 1956
- e. MS 6-28, OS, Follow-up on MS Administrative Survey of Correspondence and Records Branch; Current Follow-up on Foreign Desk. [REDACTED] 15 November 1956 25X1A9a
- 25X1A6a f. MS 6-47, OC, Study of Use of UV Funds to Pay Agency Employees, [REDACTED] 12 October 1956 25X1A9a
- g. MS 6-47, OC, Study of Use of UV Funds to pay Agency Employees, other Components. [REDACTED] 15 January 1956 25X1A9a
- 25X1A9a h. MS 6-48, OS, Reorganization of Support Branch, SSD. [REDACTED] 30 November 1956
- 25X1A9a i. MS 6-49, OTR, Study of OTR Language and Area Instruction. (MS-883). [REDACTED] 1 November 1956
- j. MS 6-51, OTR, Follow-up on MS Study of Feasibility of Transferring OTR Library to [REDACTED] and Establishment of Communication Library. [REDACTED] 1 November 1956 25X1A9a

- k. MS 6-57 (MS-987), OS, Reorganization of the Investigation Branch SSD/103. [REDACTED] 15 November 1956 25X1A9a
- 25X1A9a l. MS 1024, OS, Transfer of two positions from Investigation Pool to Administration and Training Staff. [REDACTED] 1 November 1956
- 25X1A6a m. MS 1032, Audit Staff, Establishment of a Field Audit Unit in [REDACTED] and Transfer of One Position. [REDACTED] 1 November 1956
- 25X1A9a
3. Assignments (Inactive)
- 25X1A9a a. MS 5-1, OC, Study of the Comptroller Organization. [REDACTED] 1 January 1957
- b. MS 5-1D, OC, Study of Budget Division. [REDACTED] 15 December 1956 25X1A9a
- 25X1A9a c. MS 5-1F, OC, Study of Program Analysis Staff. [REDACTED] 19 October 1956
4. Training
- a. Study with an experienced examiner, one hour. [REDACTED] 25X1A9a

[REDACTED] 25X1A9a